One Babson Together: Returning to Campus and Our Next Normal
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Summary</td>
<td>3</td>
</tr>
<tr>
<td>Working to Safeguard the Community</td>
<td>5</td>
</tr>
<tr>
<td>» Health and Safety Protocols</td>
<td></td>
</tr>
<tr>
<td>» Cleaning and Disinfecting of Campus Facilities</td>
<td></td>
</tr>
<tr>
<td>» Symptoms Reporting and Health Services</td>
<td></td>
</tr>
<tr>
<td>» Campus Life and Student Well-Being</td>
<td></td>
</tr>
<tr>
<td>» Workforce Well-Being</td>
<td></td>
</tr>
<tr>
<td>» Visitor Policy</td>
<td></td>
</tr>
<tr>
<td>» Campus Gatherings and Events</td>
<td></td>
</tr>
<tr>
<td>» College Travel Policy</td>
<td></td>
</tr>
<tr>
<td>Academic Continuity and Excellence</td>
<td>22</td>
</tr>
<tr>
<td>Community Resources</td>
<td>25</td>
</tr>
<tr>
<td>Methodology</td>
<td>26</td>
</tr>
</tbody>
</table>

We are in this together.

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In April, Babson College announced our steadfast commitment to ensure that “all learning will continue in the fall.” We will welcome faculty, staff, and students back to campus, and begin on-campus classes as of August 24, 2020. Our phased return is guided by federal, state, and local public health directives and industry experts. The comprehensive planning effort we have conducted to reopen this fall meets two critical goals:

» **Safeguarding our community** by meeting or exceeding state, federal and local guidance to ensure we minimize the risk to our students and employees as we reopen our campuses.

» **Providing academic continuity and excellence** by building on the remote learning experience offered during the spring semester and ensuring Babson students continue to receive a transformative learning experience whether they are making progress toward their degrees on campus or online.

Preparing for a return to campus is a complex undertaking with a multitude of stakeholder needs to address and decision factors to evaluate. Since the earliest days of our planning work, Babson has relied on internal and external expertise to inform our decisions. We retained the services of Environmental Health and Engineering (EHE), a nationally recognized public health consulting firm with deep higher-education experience. We also consulted with health experts at the local, state, and federal levels such as the U.S. Centers for Disease Control and Prevention (CDC), the Massachusetts Emergency Management Agency (MEMA), the Mass. Department of Public Health, the Needham and Wellesley boards of health, and The Ragon Institute. Within higher education, we also benefited greatly from collaborative work with the Association of Independent Colleges and Universities of Massachusetts (AICUM), the Association of International Educators (NAFSA), and our relationships with Boston Consortium schools and affiliates such as Franklin W. Olin College of Engineering and Wellesley College.

Informed by this constellation of federal and state recommendations as well as guidance from health experts, the detailed reopening plan that follows outlines both health and safety measures and Babson’s delivery of the academic promise we make to our students.

Our community safeguarding efforts are designed to mitigate the spread of the virus while balancing the community connectedness that is an essential part of campus life at Babson. Efforts include:

» De-densifying all campus spaces, including classrooms, workspaces, residence halls, and dining facilities

» Practicing social distancing and ensuring every Babson community member maintains proper distancing whether indoors or outdoors while on our campuses

» Requiring facial coverings be worn properly at all times

» Instituting specialized cleaning and disinfection protocols for campus facilities according to CDC guidelines as referenced below

» Requiring daily symptoms reporting for all Babson students and employees planning to be on our campuses, including personal temperature checks
Returning to Campus and Our Next Normal

» Testing all students and employees who are returning to our campuses before classes resume and periodically throughout the semester
» Implementing contact tracing programs to support local Board of Health efforts
» Designating one-way ingress and egress in buildings with supporting signage
» Enhancing air-flow and building ventilation systems where appropriate
» Launching new communications and training efforts to educate our community on safety requirements and expectations
» Encouraging and facilitating hand washing and sanitizing

Our academic continuity measures are intentionally designed to provide as much flexibility and optionality as possible for our students to meet their personal situations. Included are steps such as:

» Modifying the academic calendar for the fall semester
» Providing flexibility through fully online courses or hybrid courses
» Training faculty and hiring additional instructional designers to redesign hundreds of courses for hybrid and online delivery
» Providing flexibility for students with fully online courses as well as hybrid courses for students who may return to campus during the semester
» Introducing a fully online program for first-year Undergraduate students, including offering Babson’s unique Foundations of Management and Entrepreneurship (FME) program online, to ensure their first experience at Babson is as rich and engaging as possible
» Delivering a special onboarding program for all students to establish a culture of success and standards of professional performance in hybrid learning and prepare students for new guidelines and safety protocols as they arrive on campus

The COVID-19 emergency is a rapidly changing situation; the plan outlined is based on current and projected conditions as the Commonwealth of Massachusetts enters the latter stages of Phase Two of its reopening plan. The Babson plan will continue to be refined as new data and guidelines become available, and as our community’s needs evolve. For the foreseeable future, we will continue to follow a twice-weekly standard protocol for communicating with the Babson community regarding our efforts and any new guidelines and expectations for responsibly maintaining the well-being of our community.

The commitment, adaptability, and resilience of the Babson community in these unprecedented and uncertain conditions has been extraordinary. College leadership is confident in both this plan and the ability of our community to be agile and to persevere as conditions change and uncertainty persists. We will bring Babson together in new ways that strengthen our community and institution as we collectively prepare for a new way of life on campus and the “next” normal.
Working to Safeguard the Community

Our top priority, at all times, is the health and safety of our students and employees.

In May, Babson College began working with a nationally recognized industrial hygiene consulting firm, Environmental Health and Engineering (EHE), and continues to engage EHE for consultative services. This firm has in-house staff that includes industrial hygienists, hazardous materials managers, engineers, microbiologists, risk assessment specialists, geologists, biosafety specialists, and other relevant professionals. The consultants are working closely with leaders across the College to evaluate infrastructure and practices and support planning and decisions that prioritize the health and safety of our community members. EHE is among many sources we are relying upon to inform and guide our plan elements. Others include but are not limited to:

- U.S. Centers for Disease Control and Prevention (CDC)
- Massachusetts Emergency Management Agency (MEMA)
- Commonwealth of Massachusetts “Reopening: Higher Education” and COVID-19 Control Plan template
- AICUM “Safe on Campus: Considerations and Checklists to Guide Mass. Colleges and Universities in Planning for a Safe Semester on Campus”
- Mass. Department of Public Health (DPH)
- Towns of Wellesley and Needham boards of health
- American College Health Association (ACHA)
- The College Health Association of Administrators and Nurse Directors (CHAAND)
- Center for Infectious Disease Research and Policy (CIDRAP)
- Newton-Wellesley Hospital
- Brigham & Women’s Hospital
- The Ragon Institute
- Association of International Educators (NAFSA)
- The Boston Consortium
- Peer institutions such as Olin College, Wellesley College, and Regis College.
- The Broad Institute of MIT and Harvard

A. Health and Safety Protocols

As we plan to reopen campus, our planning and preparations are rooted in public health data and information available through CDC guidelines and the Commonwealth of Massachusetts’ Reopening Massachusetts Plan. We recognize that these practices and recommendations do not necessarily eliminate the risk of infection and/or its spread, but we are committed to adhering to guidelines issued by federal and state authorities.

Together with everyday preventive actions, these protocols are additional steps to help prevent and slow the spread of COVID-19 and keep our community safe. The following mandatory safety protocols (which may change or shift according to health, safety, or government guidance) must be followed by all Babson College students, faculty, staff, affiliates, and visitors to campus:
1. **Face Coverings**
Babson is requiring all students and employees to wear face coverings in accordance with CDC guidelines in all facilities and shared spaces on Babson College campuses, including outdoor spaces and while traveling across campus. This includes offices, classrooms, common areas, dining halls, and any other facility where physical distancing is difficult to maintain. This policy shall apply to all property owned or controlled by the College and shall remain in effect until further written notice. This policy may be modified from time to time as determined by the College to be appropriate in accordance with evolving circumstances and public health standards.

» Students will be provided with two (2) cloth masks upon return to campus with details to be communicated at a later date. In order to protect all members of the Babson community, students are required to wear masks/face coverings whenever they are in a public space, when traveling across campus, and when gathering with multiple people whether indoors or outdoors. Students are not required to wear a face mask while inside their assigned residence hall room, but should always maintain appropriate physical distance from a roommate. Whenever that is not possible or when receiving a visitor, students should wear a face covering. Students using shared bathrooms should enter and exit with a mask and wear a mask while inside the bathroom to the extent possible. Students are responsible for laundering cloth masks and for disposing of one-time use masks. Students are encouraged to bring additional masks/face coverings with them to campus. If they possess a face covering that meets CDC guidelines, students are authorized to use their personal mask.

» Face masks also will be available for purchase in the Campus Store.

» Employees will be provided with two (2) cloth masks upon returning to work. Employees are required to wear a face covering while at work when in the presence of others or traveling on campus. If face coverings are lost or damaged, employees are responsible for replacing their masks with a suitable alternative. If they possess a face covering that meets CDC guidelines, employees are authorized to use their personal mask.
2. De-densification and Social Distancing

Physical distancing is one of the essential behaviors required to mitigate the risk of infection and spread of the virus. In any public setting on campus, Babson students and employees must maintain at least 6 feet of distance so as to not allow possible contact if an infected person were to cough or sneeze. At this time, it is expected that all employees and students wear facial coverings while in the classroom.

Babson community members also are encouraged to:
» Limit discretionary travel, including shopping trips and social visits
» Use drive-through, delivery, and takeout options
» Avoid non-essential use of public transport
» Not host or attend gatherings
» Opt for virtual meetings and gatherings, including academic group work
» Maintain mental and physical health through exercise and fresh air. Connections with friends and family are important to continue, either masked at a safe distance or through technology options.

Modified occupancy and capacity limitations continue to be assessed throughout campus. Appropriate signage regarding occupancy/capacity limits will be appropriately posted. Buildings and rooms across campus will be appropriately modified to promote social distance and reduce close contact between people.

Classrooms: We have been working diligently to alter classrooms by mapping out capacity and social distance requirements across campus while also being mindful of the use of technology in these spaces. We have utilized a 6-foot physical separation approach to maintain social distancing as the basis for the classrooms for both fixed classrooms as well as moveable seating and/or tables. At this time, we expect that classroom capacity will be reduced to 19%—49% occupancy to accommodate social distancing. As we continue to assess and prepare the campus, we recognize that some classrooms or spaces will not be able to be utilized because they will not be able to comply with the 6-foot physical separation and health and safety guidelines. As a result, we are installing portable A/V equipment to allow hybrid classes in larger, nontraditional spaces. Additionally, de-densification of rooms means students on campus may only be able to physically attend in-person class meetings every other class session, alternating with online attendance from their residence hall room, the library, etc.

To promote physical distancing and avoid congestion during class transitions, our fall semester plan calls for 30 minutes to be reserved between Undergraduate class times and between Graduate School cohort changes in classrooms. Undergraduate classes will be held at new time blocks Monday through Friday: 8 a.m., 10 a.m., 12 p.m. (noon), 2 p.m., 4 p.m., 6 p.m., 8 p.m. Students and faculty are expected to vacate the classroom promptly at the conclusion of class to accommodate technical setup for the next class and/or room and maintain social distancing while entering and exiting classrooms and moving between classrooms.
Shared/Common Spaces: We understand the complexities that come with many of the other shared spaces across campus (such as meeting/conference rooms, lounges, study rooms, library, Rec Center, student center, dining areas). The Facilities team continues to work with space managers across campus and implement the fundamental de-densification/physical distancing, cleaning and disinfecting, and engineering protocols. Please note that furniture may be moved in common spaces or designated appropriately to adhere to proper social distancing practices.

Residence Halls: De-densification efforts in the residence halls will include the conversion of triple and quad rooms to double occupancy. This decision was based on holistic guidance and expertise from outside public health experts. Consideration was given to overall square-footage, additional health guidance, and the need for all room occupants to maintain 6 feet of distance within the room, keeping in mind furniture configuration. We continue to take into consideration the density of students throughout buildings, as well as our capacity to safely quarantine and/or isolate students. Designated rooms on and off campus will be available for self-quarantine and self-isolation as needed. Babson Health Services will coordinate these quarantine spaces with students directly. It is important to note that while we have made difficult decisions to de-densify the residence halls, we also are actively examining opportunities to increase residential capacity to better meet the demand for on-campus housing.

Workspace and Offices
Our goal is to collaboratively ensure employees feel safe and secure while at work and to help you navigate the complexities of these challenging times. Babson’s Employee Back to Campus Guide contains important information and guiding principles for return of our staff and faculty.

In keeping with social distancing protocols, our workspaces should allow for distancing of 6 feet when able. Convening in groups increases the risk of viral transmission. Where feasible, meetings and communications should be held in whole or part using the extensive range of available collaboration tools (i.e. Webex, Webex Teams, telephone, etc.). In-person meetings should be limited; when essential, they must be in accordance with state and federal guidelines and ensure participants can still maintain 6 feet of separation for social distancing requirements.

Conference rooms are to be reserved using the College’s online EMS system. Use of conference rooms on an ad hoc basis is discouraged.
Boston and Miami Campuses: We are working closely with the directors and Building Management of these spaces to be certain that we are following all government and building management guidelines. Boston and Miami campus reopening plans will be consistent with institutional protocols for de-densification/physical distancing, cleaning and disinfection, and engineering controls as well as symptom reporting, testing, and contact tracing.

To help maintain physical distancing, our reopening plan also includes the following strategies across all facilities and campuses:

» **Increased visual cues** and signage to advise community members on reconfigured foot-traffic flow expectations both outside and inside campus buildings. Signs will be strategically placed across campus to outline protocols and procedures to all community members.

» **One-way directional signage** has been established for buildings, common spaces, and other facilities.

» **Designated ingress/egress plans** have been established: Building entrances and exits will be limited to entry or exit only, unless large enough to accommodate both while allowing for physical distancing. There also will be designated entrances/exits for interior spaces (classrooms, offices, shared spaces), where feasible, to allow for proper social distancing.

» **Limiting access to, and use of, common spaces**, including some common spaces and conference rooms across campus that will remain closed for group gatherings and meetings. Furniture in common spaces will be moved or designated appropriately to adhere to proper social distancing practices.

» **Physical barriers/screens** continue to be placed by Facilities across campus in workspaces where significant community or public interaction is expected.

3. Supporting Good Public Hygiene Practices

Babson Facilities is strategically placing hand sanitizing stations in public spaces across campus. To assist in our efforts to protect the health of our community, we ask that community members take the following preventative measures that can help avoid infection:

» Frequently wash your hands with soap and warm water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

» Avoid touching your eyes, nose, and mouth with unwashed hands.

» Avoid close contact with people who are sick, and stay home when you are sick.

» Cough or sneeze into a tissue or your sleeve, and wash your hands afterward.

» Frequently disinfect surfaces with wipes.

» Avoid non-essential travel to highly affected countries or regions in the world.

**Wash your hands thoroughly for twenty seconds, or use hand sanitizer when soap and water are unavailable.**
B. Cleaning and Disinfection
Babson’s Facilities team has deployed enhanced cleaning and disinfecting protocols that align with CDC guidelines. These practices allow for more frequent and focused high-touch surface cleaning and include the use of technology that covers larger spaces with more precise targeting of disinfectant. These specialized cleaning protocols will be used to clean all campus facilities, including classrooms, offices, residence halls, and shared spaces, daily with frequent sanitization of classrooms, restrooms, and other high-use spaces.

**Engineering Controls**
Our Facilities team, in conjunction with EHE, is evaluating all of our building HVAC systems to determine optimal modifications, where needed, for enhanced air flow and filtration in accordance with CDC and other authoritative guidance.

C. Symptoms Reporting and Health Services
We are implementing several, and developing additional, guidelines and protocols to ensure Babson students and employees are actively monitoring and reporting symptoms that could be signs of COVID-19 infection.

All returning individuals are expected to comply with the state- and country-specific public health and safety guidelines, protocols, and policies. This may include self-quarantine measures or additional health requirements.

1. Symptoms Monitoring and Reporting
All Babson students and employees planning to be on campus will be required to participate in a daily symptoms reporting protocol. Using a mobile-friendly app, students will be required to complete a symptoms checklist each day and follow the guidance prompted. The screening tool will include an attestation of the student’s temperature. To facilitate this detection effort, Babson is supplying each student with a digital thermometer upon arrival to campus.

Employees will use a nationally recognized, HIPAA-compliant platform that provides case management support for any employee directed to self-isolate.

Any campus community member with symptoms will be required to remain ‘at home’ and not engage in on-campus activities as they seek medical attention.

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<td>Runny nose, loss of taste and smell</td>
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<td>Sore throat, dry cough</td>
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<td>Shortness of breath, difficulty breathing, body chills, body aches</td>
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<td>Gastrointestinal stress</td>
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<td>Rashes and inflammatory conditions such as COVID-19 fingers/toes</td>
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2. **Enhancements to Campus Health Services**

Babson will continue to collaborate closely with Newton-Wellesley Hospital and local health authorities to assist in the diagnosis and treatment of student COVID-19 cases. Health Services will provide on-campus testing for symptomatic students and those identified as close contacts of positive or presumptive positive cases, in addition to coordinating mass testing services for asymptomatic students.

In addition, Babson’s mental health counselors and health services team has been certified in telehealth and telemedicine services.

3. **Testing and Contact Tracing**

**DPH** recommends COVID-19 testing symptomatic students and close contacts of a known case. Babson will conduct testing on campus for full-time Babson students as needed on weekdays. On weekends, students will be directed to affiliated care sites (CareWell clinic or Newton-Wellesley Hospital) for testing.

Babson plans to conduct rapid COVID-19 testing of all students and employees planning to re-enter campus before classes resume in August. The College also plans to conduct additional asymptomatic surveillance testing of on-campus students and employees periodically throughout the semester. At this time, Babson anticipates working with the renowned Broad Institute of MIT and Harvard as part of a COVID-19 testing service the Institute is making available to Massachusetts colleges and universities.

Babson has been advised by the Town of Wellesley that the Board of Health will manage contact tracing for any confirmed student cases. A designated Babson team, trained through Johns Hopkins University, also will be available to support phone tracing efforts to identify and advise those exposed to students with confirmed COVID-19 cases. Human Resources is engaging a third party to assist with supporting employee contact tracing needs.

4. **Isolation and Quarantine**

Isolation is designated for individuals who have tested positive for COVID-19 and are symptomatic. Quarantine is designated for individuals who have been identified by trained contact tracers as having been in close contact with those who have tested positive for COVID-19, but who may be asymptomatic. Any on-campus students identified for possible isolation/quarantine will be evaluated by Health Services. Health Services will provide self-care kits with instructions for students before their move to an isolation or quarantine space.

Students living within 200 miles from campus may return home, provided that a family member or guardian takes responsibility for their care and can provide transportation in a personal vehicle. Situations that warrant further consideration for possible exemption include providing documentation that they live with someone who meets one or more of the following criteria:

- Older adult(s)
- Compromised immune system
- Pregnancy
Students living farther than 200 miles from campus or with someone who meets the above criteria will remain under the care of the College. Babson has designated quarantine spaces on campus. All of these spaces will be disinfected and furnished, and stocked with water, nonperishable food, and cleaning supplies. Students will be prohibited from having any guests and visitors, including family members, for the duration of the isolation/quarantine period. Self-quarantined students will be called twice daily by Health Services. Students in isolation may be managed by the Wellesley Board of Health or Needham Board of Health, depending on jurisdiction.

D. Campus Life and Well-Being

1. Special Onboarding Program for All Returning Students

All students returning to Babson, whether face-to-face or virtually, will experience a significant shift in the student experience. As such, a required on-boarding program will help students prepare for and better understand new expectations for the fall semester. During the week August 3, 2020, students will receive an email link to the Canvas site along with detailed instructions on how to complete the course’s three (3) required modules: Safety and Wellness, Navigating Campus, and Preparing for Academic Success.

Each module will house training tools and resources that students can access at any point during the fall semester. Sample topics include:

- Safety and Wellness: PPE/face mask policy, accessing Health Services, testing and symptoms reporting, quarantine and isolation plans.
- Navigating Campus: residence hall expectations, campus signage, expectations for social gatherings, changes to Babson Dining, accessing BRAC, and community standards.
- Academic and Classroom Experience: guidelines for face-to-face classes, best practices for group work in a virtual environment, technology considerations, and moving between face-to-face and a virtual learning environment.

Required materials will be listed as assignments with key take-away information included in a culminating quiz for each module. Students will be required to achieve 80% on each quiz. Failure to successfully complete the quizzes for each module by August 24, 2020 (first day of classes) may result in a cancellation of their fall registration.

All residential students will participate in an in-person orientation managed by staff in Residence Education. This orientation will include review of behavioral agreements, policies/expectations, and a physical walk-through of the building highlighting changes in designation for entrances/exits, use of elevators, and access to shared-spaces including restrooms, laundry facilities, kitchens, and common areas.

Optional tours will be available to all returning students throughout the month of August. Students will walk key areas of campus including dining venues, BRAC, classrooms, and Health Services.
2. **Fall Move-In**

Students can expect to receive a staggered move-in schedule that spans a few days allowing for physical distancing throughout. All students living on campus will be assigned a specific move-in date/time based on their residence hall to allow the College to ensure social distancing during the move-in process. Tentatively, students will be assigned to move in by August 23. Any student who would like to request a different move-in time may do so by applying.

Students who live locally have the opportunity to drop off items in advance with prior approval. Those who participate in this early drop-off opportunity will not officially check into their residence hall and receive a key, as students will not be permitted to stay overnight. Interested students can apply for this opportunity. For students who do not live within driving distance to campus or are facing travel restrictions, financial challenges, or rigid travel times, we have organized an early move-in period to accommodate their needs through an early arrival application process.

Students are encouraged to be thoughtful about the amount of personal items that they plan to bring to campus and to limit people who accompany them on move-in day to as few as possible.

3. **Dining Services**

Babson Dining has developed tiered plans to allow for a flexible response as the Board of Health adjusts mandates for the food service industry. Our initial plan for an August opening is based on current guidelines for physical distancing coupled with an anticipated campus population similar to that of a typical return to campus. Food service operations will remain fluid and evolve with conditions and health guidelines associated with COVID-19. Our recommendations are developed to focus on the following outcomes:

- Ensure health and safety of our guests and associates
- Comply with government guidelines
- Introduce programming and facility changes that position Babson Dining to effectively feed our campus population
- Implement technology solutions to enhance operational capacity and dining experiences across campus
- Create meal plan value and enhance the student experience

Working with our food service partner, Chartwells, we will introduce a number of operations adjustments including:

**Dining at Trim Dining Hall:** Gathering and physical distancing guidelines will reduce seating in Trim, and there will be fewer opportunities to dine in. We are identifying locations around campus, indoors and out, where students can eat and socialize. Trim will be open only to students at the start of the fall semester. Dining Services will reassess this policy as needed.
Trim Express Dining: Trim will be divided into two spaces to allow for more expedient service: The main dining room will be one space. A combination of Roger’s Pub and the Grill Room, being branded as Trim Xpress, will offer a faster-paced service with all foods prepackaged. Trim will be open only to students at the start of the fall semester. Dining Services will reassess this policy as needed.

Food Preparation and Service: Food will be prepared fresh on campus but mostly prepackaged and prepared for grab and go. Menus will continue to rotate and change daily, but there will be less variety offered. Students will see increased portion sizes for added meal plan value. Where possible, fresh foods will be displayed and served by Babson Dining staff. There will be no self-service of any kind.

Dietary Restrictions: Babson Dining remains committed to serving food across campus for all dietary needs, including allergen-free foods, and food that meets approved medical and religious accommodations.

4. Counseling and Psychological Services (CAPS)/Wellness and Prevention Services

The current environment has caused many of us to feel overwhelmed or anxious, and Babson is committed to maintaining the mental health and well-being of all of our community. Please know that we have resources and support available to our community that may be able to assist through this challenging time as well as moving forward. Students who may be affected emotionally by this situation can seek support through Counseling and Psychological Services (CAPS).

CAPS provides psychological support to students as they pursue their academic and personal goals at Babson College. Services include consultation, assessment, short-term counseling, and referrals for longer-term counseling. Interactions with CAPS are confidential and will not be shared with anyone without a student’s written authorization.

All campus clinicians have been trained and credentialed to provide tele-therapy, which is currently being offered to students. This practice will continue through the fall semester. A space in the Wellness Center will be designated for students who do not have a private space in their residence hall to speak with someone. Similar to Health Services, the front door to the Wellness Center will be secured,
and students will be let in at their appointment time. For mental health emergencies during business hours: students, faculty, and staff will be asked to call ahead, when possible, but contact information for CAPS will clearly be posted on the front door if someone needs assistance and does not have an appointment.

5. Residence Education

With all of the mitigation efforts being put forth across the campus and residence halls, all students will participate in a required onboarding and training program. Additional in-person walk-throughs and tours will be organized by Residence Education staff to help students learn about residential expectations, including access control, guest policy, space use, community building, and other related protocols.

Residents will be organized into “households” and assigned specific restrooms, laundry schedules, and kitchen access. Behavioral agreements will be drafted and reviewed with roommates and “households” to clearly outline shared expectations for community living, specifically focused on cleaning, use of shared spaces, and facial coverings in private locations.

All residence halls will continue to be supported by student resident assistants and live-in professional staff focused on safety, inclusion, and community building. Programming initiatives will observe capacity and physical distancing guidelines.

Outside of regulated move-in and move-out periods, residential students are not permitted to host any guest in the residence hall.

6. Community Standards/Expectations for Student Behavior

As we continue to educate and develop expectations of our students, the safety and health—physical and emotional—of our community is the primary focus. A shared commitment to the following guidelines will exemplify the care and compassion required of Babson learners.

We will be working with members of our community to engage in thoughtful, educational conversations regarding non-compliant behaviors. Students who choose to not follow these guidelines will be referred to the Student Conduct Process for a violation of the Babson Code of Ethics.

Published on 6-30-2020. Visit babson.edu/together for the most current information.
7. **Cocurricular programs and activities**

Student Life staff will continue to support campuswide programs, events, and activities. In-person initiatives will follow health guidance for physical distancing and gathering capacity, with opportunities to shift as guidance evolves. Programs will be more intimate, require registration for head-count, and utilize outdoor locations whenever possible. Larger programs will likely be drop-in, passive, or held virtually.

Students involved in clubs and organizations will participate in training programs to guide them through safe organizational operations. Student Engagement and the Student Government Association will partner with students to think creatively about programming and maintaining important campus traditions.

8. **Varsity Athletics**

The Department of Athletics, first and foremost, is committed to the health and safety of all student-athletes and coaches as we return to campus this fall. We also are committed to providing a meaningful varsity sport experience while meeting or exceeding all federal, state, NCAA and NATA guidelines related to the pandemic. Strict adherence to the NCAA’s Core Principles to Resocialization in College Sports will be met, as the anticipated arrival of fall student-athletes will occur prior to the general student population.

Our primary athletics conference, the NEWMAC, launched a COVID-19 response team dedicated to developing plans for a return to training and intercollegiate competition while maintaining a baseline of protocols and understanding among institutions relative to student-athlete safety. Accordingly at this time, we are awaiting a final decision from the conference presidents (expected in mid-July) regarding playing in condensed conference-only seasons (fall, winter, and spring) with the flexibility to add non-conference games in order to meet NCAA minimum requirements for championship access. In providing the safest playing environment, attendance will be limited to on-campus community members with strict physical distancing and facial covering measures in place. Further details on varsity athletics participation and safety measures, including periodic testing requirements, will be released in the coming weeks.

Low-risk intramural sport and recreation opportunities will be offered during the fall semester on a limited basis. Due to the increased expectations of extensive oversight and added resources necessary to keep students healthy and safe, club sports will be postponed this fall. The hope for the spring semester is that we will be better able to offer more robust opportunities in these areas.

As we continually and regularly learn more about advances in the areas of protective equipment, testing, and treatment, which are essential to keeping our student-athletes healthy and safe, we will update students and families as more information becomes available regarding varsity athletics competition during the upcoming academic year.
Babson Recreation and Athletics Complex (BRAC)
The Babson Recreation and Athletics Complex is used for general campus recreation, individual exercise, club and intramural sports, group fitness classes and activities, aquatics, and other opportunities for physical well-being. We are committed to safely providing a space to meet the need for physical activity for the campus community. Research has shown positive effects of exercise on the immune system and many chronic diseases (including diabetes, obesity and heart disease) that place individuals into higher-risk groups for COVID-19. Exercise also has positive impacts on psychological well-being. Intramural and recreational programming will be limited as we begin the semester.

The re-opening of the BRAC will include a phased approach to reopening and an extensive operations plan that will closely adhere to or, in most cases, exceed institutional guidelines as well as CDC, federal, state, and local public health requirements and best practices to protect the health and safety of campus community members and visitors. Babson community members will be welcomed to BRAC beginning on August 24, 2020 with a reduced schedule from 9 a.m. to 3 p.m. for our first week of operation. Hours for BRAC will be evaluated and increase with demand on the facility by students, faculty and staff.

In order to meet mandated capacity requirements, all BRAC members, including students, will be required to reserve a workout time slot in advance of arriving at the facility. More information about the new online reservation system will be forthcoming and outlined on the Babson RecFit website. De-densification, physical distancing, face coverings, hand hygiene, and cleaning protocols are measures that will be implemented and enforced.

The College is committed to aligning all campus recreation services, policies, procedures, and communications with the aforementioned guidelines and requirements. We anticipate that club sports will be delayed until at least the second semester. However, our intention is to regrow our program and slate of offerings over time as we better understand the success of our mitigation strategies.
E. Workforce Well-Being

Many operations have successfully been performed in a remote format since March, and as such we will continue in this mode as we transition to reopen campus. Our phased approach for returning employees to campus is driven by the need to ensure operational continuity. Senior leaders, in concert with their managers will define the staffing patterns needed for academic and business operations. Many operations have successfully been performed in a remote format since March, and some may continue in this mode as we transition to re-open campus.

If employees feel sick or are experiencing any symptoms of COVID-19, they should inform their manager or supervisor, go home immediately, and contact their healthcare provider for additional guidance. Employees who have been instructed to return to the campus must conduct symptom monitoring daily before reporting to work. They must be free of ANY symptoms potentially related to COVID-19 in order to come to campus.

If an employee has an underlying health condition and will be seeking an accommodation to remain working remotely, Human Resources has modified the standard Americans with Disability Act (ADA) process to document and review the employee’s request. Information regarding the process and the request form may be found here. The form requires information from the employee as well as the employee’s physician.

If employees are living with or caring for a family member with an underlying health condition who is at increased risk of COVID-19 and wish to continue working remotely as a result, they may find the process and request form here.

Employees should return the completed form to Jennifer Forbes (jforbes2@babson.edu) who will review the documentation and confidentially engage in an interactive dialogue with their manager regarding the request. Please be assured: specific diagnosis data will not be disclosed.

We ask that employees be conscientious and understanding of colleagues who may be dealing with child care issues, illness or loss of loved ones, financial insecurity, and other issues. Our Employee Assistance Plan (EAP) is offered through Katherine Greer Associates (KGA) and includes resources to help employees and their family members on their wellness journey. Employees have access to the EAP, 24 hours a day, 7 days a week. They may call KGA at 1-800-648-9557 or visit KGA’s website. On the website, they may visit as a guest or create an account. The CDC also offers resources and recommendations if employees are dealing with stress and anxiety during this time, and these resources can be accessed at this link.
F. Visitor/Guest Policy

The College will limit all non-essential visitors and business on all campus property in order to mitigate the exposure to our community. All visitors and suppliers are required to register DAILY online or at the Public Safety Department before accessing or visiting any campus property. This registration process will provide information about and expectations of protocols to follow and the screening process, and will require contact information.

Scheduling appointments when engaging with others is strongly encouraged, and only urgent interactions should occur without scheduling. Limiting face-to-face interactions with Babson community members and external visitors is advised.

**Employees:** Each department at the College has established a visitor protocol, and we ask that you familiarize yourself with this prior to visiting campus. Visitors also include contracted speakers, artists, academic and official visiting delegations, and approved guests.

**Students:** Students are highly encouraged to limit non-Babson visitors to campus. If the presence of a guest is necessary, guests and student hosts are expected to limit their time in campus buildings and instead, utilize outdoor gathering spaces or communal gathering areas in public buildings on campus. Any individual who is not a member of the Babson community (including family and friends of students) is expected to register with Public Safety prior to arrival, check in at Public Safety once on campus, and comply with campus safety policies. Public Safety will then notify students of their visitor and a designated location to meet the visitor.

Outside of regulated move-in and move-out periods, residential students are not permitted to host any guest in the residence hall. Vendors who are offering services to students, such as laundry and food delivery, are not permitted inside the residence halls.
Contractors/Vendors/Suppliers: Babson College is taking proactive measures to ensure that our contractors, vendors, and suppliers (“third parties”) work with us to mitigate the risk of introduction or spread of COVID-19. All contractors, vendors, and suppliers of materials who are working on campus must comply with the mandatory safety standards and recommended best practices of the Commonwealth of Massachusetts. In addition, contractors, vendors, and suppliers are expected to be in compliance with all Occupational Safety and Health Administration (OSHA) guidelines, and health and safety recommendations from the CDC. All third parties are required to follow instructions provided by the respective Babson College project manager, contract administrator, or staff member regarding policies while working on our campus, especially under the current emergency conditions.

External Rental/Business Clients: All rental and business clients must follow the required visitor and contractor protocols and are also required to register DAILY through the online link or at Public Safety before accessing or visiting any campus property.

G. Campus Gatherings and Events

The College is developing both internal and external gatherings and events policies and protocols that align with all federal, state, and local guidelines.


**H. Campus Travel Policy**

The College has continued to assess travel restrictions and guidance from government agencies. Please refer to this document, [Babson College Travel Abroad and Return Policy](#).

Babson College prohibits domestic travel to areas affected by a domestic medical, safety, or security crisis. A committee made up of the department’s President’s Council Member, Risk Management, and Human Resources may consider petitions.

**Petition Process**

First and foremost, these guidelines will focus on the health and safety of Babson College community members.

The department manager must complete the Petition for Essential Travel form. At minimum, the following information will be included:

- An outline of why the travel is essential to the department and to the College.
- The names of the person or people who will travel.
- A description of the mode of travel.
- The dates of travel.
- Contact International SOS (Babson’s travel services vendor for Domestic and International Travel) and request a Medical, Safety and Security assessment for the area(s) of intended travel (including layovers if traveling by train or plane). This assessment will provide jurisdictional and quarantine guidelines. The assessment should be included with the Petition for Essential Travel form.
- Documentation of how the traveler will comply with the medical, safety, and security guidelines described in the ISOS assessment. The Petition for Essential Travel form must be submitted to Risk Management (jangles@babson.edu) and Human Resources (jforbes@babson.edu) and must be filed no less than 2 weeks prior to the intended travel.

Risk Management and Human Resources will review and make a recommendation to the department’s President’s Council Member.

**Traveler Compliance**

Travelers must comply with Babson College and jurisdictional guidelines related to their travel. This includes, but is not limited to, guidelines established by federal, state, city/town, Homeland Security, CDC, or WHO. These guidelines will be included in the ISOS assessment.

Travelers must book their travel through a Babson College-preferred travel vendor.

Travelers should talk to their manager or the director of benefits in Human Resources if they are not comfortable traveling.
Academic Continuity and Excellence

We are committed to delivering a mix of learning options that provide students with flexibility to ensure the complete Babson experience.

1. Hybrid Learning Model
   All learning will resume on Babson’s campuses for the Fall. For most students, classes will include a mix of face-to-face class time and online learning, with a smaller number of 100% online classes. Hybrid classes blend face-to-face, in-person instruction with technology so that we abide by de-densification requirements and can meet the needs of students participating remotely. These classes are designed to maximize student’s in-person experience in creative ways that still allow for proper social distance at all times. Throughout the semester, faculty may use different delivery strategies at different times. The majority of Fall 2020 courses will be available in this hybrid format and can be attended virtually, which makes them accessible to all students, regardless of whether they can get to campus. Fully online classes are engaging, dynamic course options that are designed to take full advantage of technology capabilities in order to serve students who need the flexibility online instruction provides. Online courses are scheduled to begin from 8 a.m. to 8 p.m. EST throughout the day, in an effort to provide options for students studying in different time zones.

2. Modified Academic Calendar
   We have modified the undergraduate academic calendar to limit our community’s collective exposure to COVID-19 while providing a full semester of instruction. Classes will begin Monday, August 24, and end Thursday, November 19. Reading days and final exams will be conducted 100% virtually.

   Babson has communicated with undergraduate students about when to look at schedules and determine if changes need to be made. Registration will reopen at the designated time during July so that students can make adjustments.

   The Graduate School will follow the 2020–2021 academic calendar that was previously voted on and start classes Monday, August 31. The Graduate School will pivot and go fully remote after the Thanksgiving break if COVID 19 requires us to do so. Please note that our Blended Learning Miami program will start class on Wednesday, August 19, and will receive information in the coming weeks about course delivery that aligns with our licensure granted by Florida Education Commission.

3. Postponing Education Abroad
   Fall 2020 and academic year 2020–2021 education abroad programs have been suspended. The College has offered a petition process for students planning on studying at the London School of Economics, given the many variables and circumstances of our students. Petition applications were approved by the Provost and were only be extended to students with compelling health and safety concerns, travel restrictions/bans of their country of residence, or extenuating circumstances. We have reached out directly to students...
impacted by this change and encourage anyone with questions about study abroad, re-registering for fall classes, or housing registration to contact the Glavin Office of International Education, your class dean, or the Office of Housing.

While COVID-19 has required the College to look at international travel closely this year, we are committed to providing global learning opportunities for our students. The Glavin Office of International Education is actively pursuing virtual global learning opportunities that will be communicated to students in the coming weeks as we finalize these experiences.

4. Teaching and Technology Excellence

Babson is making significant investments in training, course design, and technology to ensure Babson students continue to receive a transformative learning experience whether they are making progress toward their degrees on campus or online.

» The College instituted a new faculty workload program allowing faculty members to shift 15% of their workload from scholarship/practice to a new teaching category: Teaching Development.

» During the summer, Babson faculty members are participating in a specially designed training program to become certified in online teaching to ensure students receive the transformative Babson learning experience no matter the delivery model.

» Babson has invested nearly $3 million in technology in classrooms and other spaces, including investments to improve audio and video for online learners throughout campus.

» With the help of an expanded instructional design team, fall courses have been redesigned for hybrid delivery.

5. Academic Advising

The Office of Academic Services will provide academic and personal support advising through the class deans, both in person as well as virtually, during the fall 2020 semester. The following protocols will be in place:

» Students may schedule an appointment online or by calling the office.

» Students may request to meet in person or via Webex.

» Appropriate health and safety precautions will be in place for in-person meetings including:
  › Determination of an appropriate meeting location (e.g., private office or larger conference room to ensure 6 feet of distance between staff member and student).
  › Use of face coverings by all people.
  › Regular disinfecting and cleaning of shared common surfaces before and after each meeting.

» Students should contact the Office of Academic Services at 781-239-4075 or Academicservices@babson.edu with any questions or may visit: https://www.babson.edu/academics/undergraduate-school/office-of-academic-services/
6. Out-of-State and International Students

The Glavin Office of International Education surveyed all returning international students in May to ascertain their location. These data gave Babson a good sense of where our international students will be traveling from as they return to campus in the fall. We also largely know which international students will face travel restrictions or visa delays that might prohibit their return. The Glavin Office and the Office of Admissions collaborated on a similar survey for new international students to best understand potential travel and immigration complications they may face. In the meantime, the Glavin Office has been issuing I-20’s to incoming students as soon as they submit their deposits and advising them to secure an appointment for a visa application as soon as possible.

In partnership with Student Engagement and the Housing Office, out-of-state students will be offered move-in flexibility upon their arrival if state guidance requires a self-quarantine for 2 weeks prior to the start of classes.

Additionally, the Glavin Office’s International Student & Scholar Services team is closely monitoring U.S. Department of Homeland Security guidance and communicating modifications to immigration regulations to ensure our international students remain in good immigration standing as Babson broadens our learning modalities for the fall term. This information is updated for students’ reference in the Community FAQ and Resource Guide.

6. Fully Online First-Year Pathway

In order to provide more options and flexibility for first-year Undergraduate students, Babson has created a fully online First-Year Pathway. Importantly, this online option includes the mandatory, award-winning first-year experiential learning course, Foundations of Management and Entrepreneurship (FME). Through the online version of this yearlong course, first-year students will learn about Babson’s approach to entrepreneurship, all the key aspects of business management, self-awareness, and working with others to research, launch, and grow a venture funded by Babson. Our online version will intimately address the modern realities of virtual teams and online commerce, as well as building effective teams and ventures with all members dispersed across the globe.

Stay informed at babson.edu/together
Community Resources

As we focus on the health and safety of our community, we recognize that unfortunately COVID-19 will continue to impact our community until there is an acquired immunity, vaccine, and/or treatments, and our priority is to mitigate the spread of the infection. We recommend that you familiarize yourself with more detailed information provided by the CDC about COVID-19. We also know that some community members may be identified as “high risk” or have certain circumstances that may require reasonable accommodations. We ask those students to contact Health Services, and employees to reach out to Human Resources.

The current environment has caused many of us to feel overwhelmed or anxious, and Babson is committed to maintaining the mental health and well being of all of our community. Please know that we have resources and support available to our community that may be able to assist through this challenging time as well as moving forward. Students who may be affected emotionally by this situation can seek support through Counseling and Psychological Services (CAPS). Faculty and staff similarly are encouraged to contact Human Resources for guidance in accessing Babson’s Employee Assistance Program.

**Students:** Babson Counseling and Psychological Services (CAPS) is currently conducting tele-therapy sessions for all full-time, enrolled, returning students. We are able to provide this service to most students residing in the United States. If you are interested in meeting virtually with a CAPS clinician, please email us at counselingservices@babson.edu.

**Employees:** Our Employee Assistance Plan (EAP) is offered through Katherine Greer Associates (KGA) and includes resources to help you and your family members on your wellness journey. You have access to the EAP, 24 hours a day, 7 days a week. You may call KGA at 1-800-648-9557 or visit KGA’s website.

Each of us has an important role to play in keeping the Babson community safe and healthy. Adherence to these guidelines is vitally important. We appreciate your understanding and cooperation as we begin the phased transition back to our campuses.

The College strongly encourages all students, faculty, and staff to review the CDC anti-stigma guidelines issued recently regarding coronavirus. The CDC advises that we collectively focus on the disease that is causing the problem and avoid casting blame on individuals, cultures, or nationalities.
Methodology

As College leadership set about preparing for a fall reopening plan, we were fortunate to be operating from a position of strength. Babson has a longstanding and robust emergency preparedness program anchored by an Executive Policy Planning Group and dedicated Crisis Response Team (CRT). These teams are involved in year-round planning and table-top simulations to ensure Babson is practiced and prepared should a crisis emerge.

The CRT for the COVID-19 global health emergency includes representatives from across the College working in tandem to address issues in a coordinated and streamlined way.

Four CRT subgroups established early in the crisis met multiple times each week to dive deeply into key issues and formulate recommendations to move the College’s planning forward:

1. Operations, Health and Safety
2. Academic/Business Continuity
3. Communications
4. Financial Planning

These groups assessed and processed rapidly changing conditions and new information from internal and external sources, including EHE, in order to debate and formulate specific recommendations and do so in a highly inclusive, integrated manner.

Twice weekly, CRT leadership met with President Spinelli and members of the President’s Council to present recommendations—accompanied by both decision drivers and implications analysis—or same-day decisions. The structure of these sessions allowed teams across the College to quickly execute and communicate changes.

Four CRT Action Teams also were created to evaluate and determine the following critical areas identified to support the fall reopening plan:

» Academic Calendar/Scheduling
» Special Onboarding for All Learners
» Testing/Surveillance/Contact Tracing
» First-Year Pathways

Babson Together: Safely Returning to Campus and Our Next Normal represents thousands of hours of intensive work on the part of CRT, subgroup, and Action Team members. The CRT will continue to refine and update this plan as new data and guidance become available.